



## Human Resources

DATE POSTED: July 11, 2005

REQ. # 05-162

**NOTICE OF JOB OPENING**  
**ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS**  
**EQUAL OPPORTUNITY EMPLOYER**

**2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652**

**Telephone (772) 462-1546 Jobline (772) 462-1967**

**<http://co.st-lucie.fl.us>**

This position must be posted for at least five (5) working days from 07-11-2005 TO 07-15-2005, but will remain open until filled.

DEPARTMENT/DIVISION
<b>CULTURAL AFFAIRS - MUSEUMS</b>

POSITION AVAILABLE
<b>MUSEUM SUPERINTENDENT</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$29,865.06 / year</b>

COMMENTS
<b>Driving Position. Employee is in charge of the St. Lucie County Historical Museum, St. Lucie County Marine Center and the Post Office Museum (when completed). Supervise full and part time staff and volunteers. Oversee Museum programs and displays, maintains collection of artifacts. Works with Smithsonian Institute personnel to coordinate activities at the Marine Center. Interacts with the Historical Commission &amp; Historical Society for events and support at the Museum.</b>

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 661**  
**PAY GRADE 16**  
**SALARY: \$29,865.06 - \$45,911.63**  
**MUSEUM SUPERINTENDENT**

**MAJOR FUNCTION:** Curatorial supervision of the St. Lucie County Historical Museum, supervises the St. Lucie County Marine Center and interface with support units (i.e. Historical Society/Historical Commission). Administrative in nature, direction of a professional staff engaged in the research, maintenance and presentation activities inherent with an organizational entity responsible for historic presentation.

**KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:**

**Knowledge:** Supervisory experience, budgetary preparation and administration, education, extent of exhibit design, fabrication and presentation. Experience in artifact collection, cataloging and care of museum articles. Knowledge of American, Florida and Treasure Coast Natural History. Registrar experience. Grantsmanship and fundraising. A willingness to work weekends, evenings and special events as scheduled.

**Abilities:** Ability to formulate and administer complex programs and detailed exhibitions. Ability to design museum programs and exhibits to meet specific community needs. Ability to establish and maintain effective working relationships with the public and fellow employees. Ability to supervise and direct personnel. Skill in the organization, development, and maintenance of a comprehensive museum program.

**ESSENTIAL JOB FUNCTION:** To oversee the Historical Museum. Coordinates and evaluates museum programs and special events. Develops and coordinates museum programs using County facilities and staff. Organizes and coordinates personnel in the implementation of museum programs and exhibits. Assists in the planning and development of future museum facilities. Coordinates programs with community groups and general public in the formulation and implementation of special and regular activities. Prepares and submits detailed and narrative reports relating to the museum programs and facilities. Conducts studies and surveys to assume maximum utilization of museum facilities, personnel, and equipment. Planning, designing and implementing on site exhibitions relating to art, history and anthropology. Directs curatorial program and directs volunteer worker/staff efforts pertaining thereto. Keeps financial and artifacts records, submits payroll and develops budget requests. Performs related administrative duties and other work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Frequent walking and standing. Ability to lift 30 pounds. Physical ability to help with light construction or moving. Climb ladders.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Inside and outside museum exhibit working conditions.

**WORK HAZARDS:** Working with antique handicraft machinery.

**SAFETY EQUIPMENT USED OR NEEDED:** Work gloves, safety glasses.

**EDUCATION:** Graduation from an accredited four year college or university with a degree in history, museum studies, recreation or related field. A comparable amount of training or experience may be substituted for the minimum requirements.

**EXPERIENCE:** Five years experience in museum work with some experience at the administrative level.

**LICENSE CERTIFICATION OR REGISTRATION:** Must have a valid Florida driver's license and maintain a good driving record.

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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